



Non-Judicial County Clerk Retention Schedule (CL)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  MAY 19, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION ON PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  SIGNATURE	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	
<p><b>THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.</b></p> <p><b>Instructions:</b></p> <p>1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.</p> <p>2. <b>Officials should first reference this office-specific retention schedule.</b> If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)</p> <p>3. All records <b>not listed</b> on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.</p> <p><b>GUIDELINES:</b></p> <p>Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.</p> <p>Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>		

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CL 10-1	<p>RETAIL DISTRESS SALE APPLICATION &amp; LICENSE</p> <p>Licensing of Retail Distress Sales – includes original inventory.</p> <p>Application for Going Out of Business, Removal and Fire Sale License. [IC 25-18-1-7]</p> <p>Copy of License also retained by Auditor.</p>	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE Application and Inventory together as a Unique Record in a Separate File System.
CL 10-2	<p>RETAIL DISTRESS SALE COPY OF INVENTORY</p> <p>Form 16 Form 16-W Form 16 pr</p> <p>[IC 25-18-1-5]</p>	DESTROY after one (1) calendar year. FILE Application and Inventory together as a Unique Record in a Separate File System.
CL 10-3	<p>RETAIL DISTRESS SALES BOOK</p> <p>(Licensing of Retail Distress Sales)</p> <p>[IC 25-18-1-7]</p>	TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION WEEDING and SAMPLING three (3) years after completion of book. FILE Application and Inventory together as a Unique Record in a Separate File System.
CL 10-4	<p>CONFLICT OF INTEREST DISCLOSURE</p> <p>[IC 35-44-1-3(d)(6)(B)]</p>	DESTROY after four (4) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE as a Unique Record in a Separate File System.
CL 10-5	<p>CORONER'S INQUEST-VERDICT AND WRITTEN REPORT OF DEATH</p> <p>Copy sent to Clerk's Office prior to 07/01/1994.</p> <p>[IC 36-2-14-10(a)]</p>	PERMANENT. RETAIN in office or TRANSFER after twelve (12) calendar years to COUNTY ARCHIVES or INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS.
CL 10-6	<p>OATHS/CERTIFICATES OF PUBLIC OFFICIALS</p> <p>(Certificate of Appointment and Election, SF 31228 and SF 32229)</p> <p>SF 47857(96) [IC 5-4-1-4(b)] (Originals)</p> <p>Examples include: County Officers: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, and Assessor. Other Public Officials: Constables, Small Claims Court.</p> <p>Oaths of Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members. [IC 7.1-2-4-20] Library Board Members. [IC 36-12-2-19 (c)];[ IC 36-12-7-4(d)]</p>	TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING one (1) year after completion of term (if public official has not retained this record and if on file as a public record).
CL 10-7	<p>LIST OF LICENSED CHILD PLACING AGENCIES</p> <p>Compiled by Division of Family and Children, FSSA.</p>	DESTROY two (2) calendar years after expiration of list. FILE as a Unique Record in a Separate File System.

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	[IC 31-19-8]	
CL 10-8	<p>MEDIATORS LISTS</p> <p>(Provided by Supreme Court of Indiana) Listing of approved alternative dispute mediators and type of case in which they are authorized to serve. (Supreme Court Alternative Dispute Resolution Rule 2.3)</p>	DESTROY after five (5) calendar years. FILE as a Unique Record in a Separate File System.
CL 10-9	<p>NOTARY PUBLICS MONTHLY LIST</p> <p>Monthly list of newly commissioned Notaries in a county. Published monthly by Secretary of State.</p> <p>[IC 36-42-2-8]</p>	DESTROY after one (1) calendar year and when replaced by Annual List (see COCLK 2010-10).
CL 10-10	<p>NOTARY PUBLICS ANNUAL LIST</p> <p>Annual List of newly commissioned Notaries in a county. Published yearly by Secretary of State.</p> <p>[IC 33-42-2-8]</p>	DESTROY after four (4) calendar years. FILE as a Unique Record in a Separate File System.
CL 10-11	<p>PERPETUAL CARE OF CEMETERY ENDOWMENT ACCOUNTING AND REPORT</p> <p>(prior to July 1, 1994) [IC 23-14-48]</p>	RECORD in Non-Judicial Order Book. FILE with County Recorder after July 1, 1994. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
CL 10-12	<p>RESOLUTIONS OR MEMORIALS FROM LOCAL BAR ASSOCIATIONS</p> <p>(Traditional practice by members of Local Bar and Judiciary)</p>	TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING after three (3) years, if not placed in Non-Judicial Order Book.
CL 10-13	<p>DECLARATION OF LOCAL DISASTER.</p> <p>[IC 10-14-3-29(a)(2)]</p>	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
CL 10-14	<p>ORDERS CREATING OR AMENDING RULES OF PROCEDURE</p> <p>(Supreme Court Order)</p>	DESTROY upon publication of annual rules. POST as required by order. MAINTAIN Original as Unique Record.
CL 10-15	<p>OFFICIAL SEAL OF RECORDER-IMPRESSION AND VERIFIED DESCRIPTION.</p> <p>[IC 36-2-11-23(a)]</p>	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
CL 10-16	<p>INDIANA DEPARTMENT OF TRANSPORTATION/NOTICE OF OFFICIAL ACTION</p> <p>(Speed Zones, Flashing Lights, etc.)</p>	DESTROY after three (3) calendar years when outdated or superseded.
CL 10-17	<p>BAIL AGENT LICENSE/POWER OF ATTORNEY</p> <p>[IC 27-10-3]</p>	DESTROY three (3) calendar years after expiration of license.
CL 10-18	CASH BOND RECORD	DESTROY six (6) calendar years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CL 10-19	MONTHLY NOTICE OF ALCOHOLIC BEVERAGE COMMISSION (ABC) MEETING	DESTROY after one (1) calendar year and when replaced by Annual List (see COCLK 2010-20).
CL 10-20	YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS	DESTROY after the new registry is available for

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	[IC 7.1-2-3-9.1]	public inspection.																														
CL 10-21	CHILD SUPPORT DOCKETS  Form 45 – Support Docket Form 45L – Support Docket-Loose Leaf	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.																														
ISETS RECORDS (INDIANA SUPPORT ENHANCED TRACKING SYSTEM)																																
CL 10-22	<table><thead><tr><th><u>ISETS FORM #</u></th><th><u>COUNTY FORM #</u></th></tr></thead><tbody><tr><td>WEAAD631 Name And Address Notification Report</td><td>N/A</td></tr><tr><td>WEAAD564 Agency Disbursement Report</td><td>245 ADR Agency Disbursement Report</td></tr><tr><td>WEAAC224 Daily Balance Report</td><td>246 DCB-Daily Support Cash Book</td></tr><tr><td>WEAAC200 Receipt Balance Report</td><td>247 DRR-Daily Receipts Register</td></tr><tr><td>WEAAD561 Disbursement Report</td><td>N/A</td></tr><tr><td>FSASECWD Check Register</td><td>245 DCR Daily Check Register</td></tr><tr><td>WEAAC223 Voided And Reissued Report</td><td>245 VCR-Voided and Reissued Checks (Daily and Monthly)</td></tr><tr><td>WEAAD302 Undistributed Receipt Report</td><td>244 DUR-Daily Undistributed Receipts</td></tr><tr><td>WEAAC205 Reconciliation Report</td><td>247SAB-Summary of Approved Receipt Batches</td></tr><tr><td></td><td>245 MCC-Cleared Checks</td></tr><tr><td></td><td>250 ARR-Accounts Receivable Recoupment's</td></tr><tr><td></td><td>246 MBR-Clerk's Support Bank Reconciliation</td></tr><tr><td>WEACC920 Outstanding Check Report</td><td>245OSC- Outstanding Check Report</td></tr><tr><td>WEACC921 Tape Reconciliation Report</td><td>245-Tape Reconciliation of Checks</td></tr></tbody></table>	<u>ISETS FORM #</u>	<u>COUNTY FORM #</u>	WEAAD631 Name And Address Notification Report	N/A	WEAAD564 Agency Disbursement Report	245 ADR Agency Disbursement Report	WEAAC224 Daily Balance Report	246 DCB-Daily Support Cash Book	WEAAC200 Receipt Balance Report	247 DRR-Daily Receipts Register	WEAAD561 Disbursement Report	N/A	FSASECWD Check Register	245 DCR Daily Check Register	WEAAC223 Voided And Reissued Report	245 VCR-Voided and Reissued Checks (Daily and Monthly)	WEAAD302 Undistributed Receipt Report	244 DUR-Daily Undistributed Receipts	WEAAC205 Reconciliation Report	247SAB-Summary of Approved Receipt Batches		245 MCC-Cleared Checks		250 ARR-Accounts Receivable Recoupment's		246 MBR-Clerk's Support Bank Reconciliation	WEACC920 Outstanding Check Report	245OSC- Outstanding Check Report	WEACC921 Tape Reconciliation Report	245-Tape Reconciliation of Checks	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
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CL 10-23	CHECK FORM  245 Check Form	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.																														
CL 10-24	WEAAD310 TRIAL BALANCE REPORT	NOTE: This form will be discontinued, except for counties that find the report useful. If generated:																														

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CL 10-25	WEAAD REPORTS  WEAAD418 Potential Refund Report WEAAD904 Aging of Paternity Reports WEAAD905 Aging of Established Cases (EOM) WEAAD923 Delinquency Reports	These report forms have been, or will be, routed to the County Prosecutor. These reports are maintained by the County Prosecuting Attorney.
<b>CLERK'S FEE &amp; CASH BOOK</b>		
CL 10-26	FEE AND CASH BOOK ISSUE DOCKET 1790-1913	Destroy per Administrative Rule 7, 85-1.1-02.
CL 10-27	ENTRY, ISSUE DOCKET & FEE BOOK (Civil Docket, 1970 + ) - 1913 – 1990	PERMANENT. Maintain per Administrative Rule 7, 85-1.1-03R.
CL 10-28	REVISED FORM 41 - 1990 +  FORM 44 - Register of Fees and Funds Held in Trust	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CL 10-29	CLERK'S CASH BOOK OF RECEIPTS AND DISPURSEMENTS  FORM 27A Form 27CC - County Court Cash Book of Receipts	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>ELECTION RECORDS</b>		
CL 10-30	Poll lists, absentee ballot applications, ballot envelopes, tally sheets, ballots and computer programs used to tabulate votes  [IC 3-10-1-31; IC 3-10-1-31.1; IC 3-12-4-13]	DESTROY twenty-two (22) months after the election for which the records were produced and upon approval of COUNTY RECORDS COMMISSION or INDIANA COMMISSION ON PUBLIC RECORDS.
CL 10-31	Unused Ballots  NOTE: Any record concerning an issue in litigation must be retained until the controversy is resolved, subject to orders of the court	DESTROY after filing deadline for recount petition. Retain one copy for election record.
CL 10-32	Voter Registration Records  Canceled registration records Voter declination records [IC 3-7-27-6 (b)]	DESTROY two (2) years after the date of the previous general election.
CL 10-33	Campaign Finance Records - General  [IC 3-9-4-6]	DESTROY four (4) years from December 1 following the election to which they pertain unless the records are in litigation.
CL 10-34	Campaign Finance Records – Judicial	DESTROY six (6) years from December 1 following the election to which they pertain unless the records are in litigation.
<b>NOTE:</b> CERTIFICATE OF INSPECTION AND COMPLIANCE OF CHEMICALS AND CHEMICAL TEST DEVICES [IC 9-30-6-5(b)] and CERTIFICATION OF BREATH TEST OPERATORS [IC 9-30-6-5(b)] have been deleted from this schedule, as both are cited by <u>Administrative Rule 7, 89-2-33R</u> .		

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